

Job Description

Position Title: Mechanic
Reports to: Maintenance Department Manager
Position Type: Hourly, non-exempt

General Description: The Treasure Lake Mechanic performs skilled and semi-skilled repair and maintenance on all POA owned vehicles and equipment so they are safe, in good working order, and comply with all state and federal regulatory standards. Assists in the maintenance of roads, Treasure Lake amenities, and property.

Specific Duties:

- Repairs and maintains all POA owned vehicles, road maintenance and landscaping equipment, and small engines
- Prepares vehicles to ensure they meet PA state vehicle inspection requirements
- Maintains records of service on all POA owned vehicles and equipment
- Implements inspections and preventative maintenance measures on all vehicles and equipment
- Performs skilled mechanical and body repairs on vehicles and equipment as needed ensuring they are operating in accordance with OSHA standards and regulations
- Assists with snow removal as needed
- Orders parts for repairs following POA established procedures
- Keeps vehicles, equipment, and work area clean
- Performs other duties as assigned

Knowledge and Skills:

- Knowledge and proficiency in the maintenance and repair of diesel and gas powered vehicles
- Ability to work in a safe and efficient manner
- Experience operating heavy equipment

Qualifications:

- High school diploma or GED
- 3-5 years' experience in a similar position
- Clean PA commercial driver's license
- Own basic tools customarily used by a mechanic

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed primarily indoors with some exposure to the outside elements, e g: extreme cold and hot temperatures, rain and snow, insects, snakes, bees, poison ivy, grasses, etc
- May be exposed to dirt, noise, grease, fumes, airborne particles, chemicals, etc, and occasionally may be exposed to the risk of electrical shock.
- Regularly works with and near moving mechanical parts and may be exposed to vibrations
- While performing the duties of the job, the employee may be required to reach with arms and hands, stand, walk, sit, balance, climb, stoop, kneel, crouch, crawl, talk and hear.
- Frequent use of hands and fingers to handle, feel and operate objects, tool, and controls.
- May be required to frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 80 pounds with assistance.
- Specific vision abilities include close and distance vision, color and peripheral vision, depth perception and the ability to adjust focus.

My signature below acknowledges that I have read and understand the main requirements and duties of the position. I understand that this job description is not designed to cover or contain a comprehensive list of all activities, duties, and responsibilities and that these items may change, or new ones may be assigned at any time with or without notice. I also acknowledge that I understand that my employment is at-will and nothing in this job description is intended to constitute an employment agreement or contract, express or implied, for any indefinite period of time.

Signature of Employee

Date

Signature of Supervisor

Date